

Registration Guide 2024-25

Keyano College reserves the right to modify the syllabus, curriculum, or schedule of any course/program, or to cancel a course/program entirely, at any time and for any reason. Such changes may be necessary due to unforeseen circumstances, regulatory requirements, or to ensure the highest quality of education.

Students will be notified of any significant changes as soon as possible. Keyano College is not responsible for any inconvenience or disruption caused by these changes. It is the responsibility of the students to stay informed about any updates or modifications to their courses.

The information in this Registration Guide is accurate at the time of publication and is subject to change without notice. It is the students' responsibility to ensure the accuracy of their program and course choices. This Guide should be used along with the official version of the Keyano College Credit Calendar (keyano.ca/creditcalendar).

Register for courses online at <https://selfservice.keyano.ca/SelfService/Home.aspx>

If you need assistance, send a screenshot of your Self Service issue to student.advisors@keyano.ca

Self Service instructions, including a Frequently-Asked Questions & Troubleshooting document, can be found here: [Course Registration - Keyano College](#)

Co-op Work Terms are added after completion of all Year 1 courses and co-op related assignments and a placement has been secured

If you choose not to follow the course sequence in your Program of Study, you might not complete the required courses in time to graduate. Please see the program of study table with prerequisites listed for each course, to determine your progress toward graduation. Prerequisites are established to ensure students have the academic foundation to be successful in their courses.

The following SECTION codes are reserved for specific programs. If you register for these sections when you are not in the program, additional charges may be added to your account.

Business Administration:

- BAV & BVHF are reserved for **Business Aviation Diploma**
- ES & ESHF are reserved for **eSport Management Diploma**
- HR & HRHF are reserved for **Human Resource Management Diploma**

Childhood Studies:

- ABLD & EBLD are reserved for **Applied ELCC Diploma**

University Studies:

- GOV is reserved for **Governance & Civil Studies Diploma**
- NURS is restricted to **Bachelor of Science in Nursing Degree**
- PN is restricted to **Practical Nurse Diploma**
- SOWK is restricted to **Social Work Diploma**

These sections will be removed from the schedules of students not in the programs for which they are reserved.

Multi-Part Courses

If your course includes a laboratory, tutorial, clinical, or practicum, please register for ALL required parts, and choose matching section codes.

For example:

- BUS111 lecture A **and** laboratory A
- CHEM101 lecture B **and** laboratory BL **and** tutorial BT1

Please Note: All schedules are tentative and subject to change until the [last day to add/drop classes](#) each term.

It is the student's responsibility to check for time conflicts in the registration process.

1. **Check for time conflicts.** In Self Service, after you have more than one course in your cart, select **View Cart**

Section Search

Found 3 results for Course Code = 'BUS' and Registration Type = 'Traditional' and Period = '2018 Spring'.

Showing 1 - 3 of 3

| Course | Date | Session |
|--|----------------------|--------------------------------|
| Introductory Accounting I BUS 130/Lecture/E | 5/7/2018 - 6/18/2018 | 2018 Sp Regular Semester |

Course Added

Course **BUS 239/Lecture/E** was added to your shopping cart for period **2018/SPRING/Regular Semester**.

[View Cart](#) [Proceed to Registration](#)

College - Main Campus, Syncrude Centre, Room 212

My Cart

| Cart Items | |
|---|------|
| BUS 130/E | 3.00 |
| 5/7/2018 - 6/18/2018 TueThur, 6:30 PM - 9:30 PM Chandler, Gregory | |
| BUS 239/E | 3.00 |
| 5/7/2018 - 6/18/2018 MonWed, 6:30 PM - 9:30 PM Krabes, Gregory | |

2. Within the Cart, click on **View Schedule** to check for time conflicts.

[Home](#)
[Registration](#)
[My Classes](#)
[My Finances](#)
[My Grades](#)

Cart Active Applications and Offers

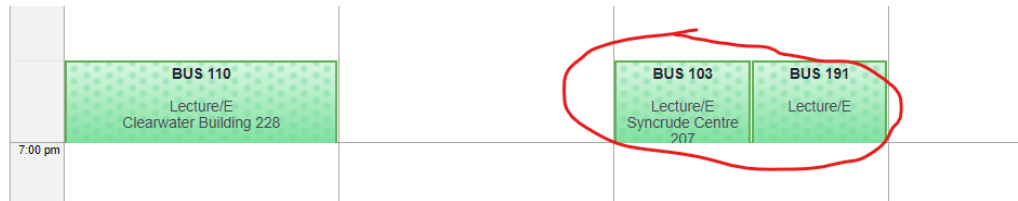
Cart

2024/Winter

Empty Cart Add Section **View Schedule** Register

Session - Regular Semester Delete Session

3. A time conflict will be visible because two courses are squeezed together in the same box on the grid:



- If there is a time conflict, you will have to choose which course has priority, and drop the other. If there is no course conflict, continue.
 - Back in the Search Sections view, see if there is another section of your course that will not have a time conflict.
 - Continue to add courses, checking for time conflicts after each addition.
- Please see next page for Program of Study guide.

Program of Study: ELCC Certificate

This diploma program consists of two 4-month terms To graduate at the end of these terms, students must successfully complete all courses listed for each term (also known as Full Load).

Graduation: Students with a passing grade in each course, who successfully complete the program of study and obtain an overall Grade Point Average of 1.7 or better shall be issued a diploma. **Grades of D may impact your eligibility to graduate.**

Transferability: For information on transfer to various post-secondary institutions, please refer to the Alberta Transfer Guide at transferalberta.alberta.ca. Please note that every institution has its own policy regarding minimum grades needed for transfer credit.

Based on the number of credits required in an academic year, the number of credits required to reach Full Time (FT) status can vary.

- Students can only be Part Time in Spring.

You may reduce your course load and do fewer courses per term, but it will take you longer than four terms to graduate and you will incur additional costs.

Program of Study: Early Learning & Child Care Certificate

| When should I take each course? | | | | | | | Term Program Started | | | | |
|---------------------------------|-----|-------------|---|---|----------|---------|----------------------|-----------|-------------|-----------|-------------|
| Max credits | FT* | Course Code | Course Name | Prerequisites course(s) must be completed first | Min Pass | Credits | Winter 2023 | Fall 2023 | Winter 2024 | Fall 2024 | Winter 2025 |
| Year 1, Term 1 | | | | | | | | | | | |
| 22 | 12 | CHSD 101 | Child Development I | | D | 3 | W23 | F23 | W24 | F24 | W25 |
| | | CHSD 104 | Guiding Children's Behaviour | | D | 3 | W23 | F23 | W24 | F24 | W25 |
| | | CHSD 105 | Personal Development & Interaction | | D | 2 | W23 | F23 | W24 | F24 | W25 |
| | | ELCC 106 | Learning Through Play | | D | 3 | W23 | F23 | W24 | F24 | W25 |
| | | ELCC 110 | Practicum I | Co-req ELCC 125 | PASS | 4 | W23 | F23 | W24 | F24 | W25 |
| | | ELCC 123 | Creative Experiences for Young Children | | D | 3 | W23 | F23 | W24 | F24 | W25 |
| | | ELCC 125 | Practicum Seminar I | Co-req ELCC 110 | PASS | 1 | W23 | F23 | W24 | F24 | W25 |
| | | ENGL 100 | Written Composition | | D | 3 | W23 | F23 | W24 | F24 | W25 |
| Year 1, Term 2 | | | | | | | | | | | |
| 17 | 12 | CHSD 201 | Child Development II | CHSD 101 | D | 3 | F23 | W24 | F24 | W25 | F25 |
| | | ELCC 102 | Language & Literacy in Early Childhood | CHSD 101 | D | 3 | F23 | W24 | F24 | W25 | F25 |
| | | ELCC 116 | Nutrition, Health & Safety | | D | 2 | F23 | W24 | F24 | W25 | F25 |
| | | ELCC 206 | Planning for Play | ELCC 106 | D | 3 | F23 | W24 | F24 | W25 | F25 |
| | | ELCC 210 | Practicum II | ELCC 100 & 125, co-req ELCC 225 | PASS | 5 | F23 | W24 | F24 | W25 | F25 |
| | | ELCC 225 | Practicum Seminar II | ELCC 110 & 125, co-req ELCC 210 | PASS | 1 | F23 | W24 | F24 | W25 | F25 |

* FT is abbreviated for Full Time

You will be registered for Practicum I and Practicum Seminar I once all pre-practicum requirements have been met.